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|--|--|-------------------------|-------|-----------|-------------------|----------|-----------|--------------|--------|------------|---------|-----------------------------------|-----------------|--------------------------------|--|---|---|---|---|---|---|---|---|---|---|
| 1 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y |
| PLEASE FILL IN THE FOLLOWING FOR YOUR EXPENSE REPORT (U.S. \$, only) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Location/Profit Ctr | | | | | | | | | | | 1 | 300- | Sydon Dental Specialties, Inc. | | | | | | | | | | | |
| 3 | Your Name | Eric CHAPOULAUD | | | | | | | | | | 2 | 350- | Ker Corporation | | | | | | | | | | | |
| 4 | Department Name | R&D | | | | | | | | | | 3 | 301- | Ormco | | | | | | | | | | | |
| 5 | Department # | 8010 | | | | | | | | | | 4 | 301- | Excellence in Endodontics | | | | | | | | | | | |
| 6 | Business Purpose | Model Maker II Training | | | | | | | | | | 5 | 306- | belle de si clare | | | | | | | | | | | |
| 7 | Exp. Report begin date | 7/15/1997 | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Exp. Report end date | 7/18/1997 | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Company automobile? | (yes or no) | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Odometer begin | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Odometer end | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Business miles | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Check Payable to: | SAME | | | | | | | | | | (Type SAME or name of individual) | | | | | | | | | | | | | |
| 14 | Temporary Cash Advance | Y | | | | | | | | | | (If yes or Y, enter amount -) | | | | | | | | | | | | | |
| 15 | Co. Charge Card Usage? | | | | | | | | | | | (If yes or Y, enter amount -) | | | | | | | | | | | | | |
| 16 | Prepaid Transportation? | | | | | | | | | | | (If yes or Y, enter amount -) | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | After filing in all the above information, please complete the expense report as normal. | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | All accounts in OTHER column will default to TRAVEL, unless otherwise designated in | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | account coding at bottom, right of Expense Report. There are three (3) account number | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | codings available. Use any of the (3) and type in the \$ amount to that code. The | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | worksheet should automatically recalculate TRAVEL | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | If you have any problems or comments call ext. #7431 | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | To set TITLES, position ROW 36 as your top line. Position cursor in CELL B39 | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | Using menu: Window Freeze Panes | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | To remove, use Window Unfreeze Panes | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | Eric CHAPOULAUD | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 | Depart. Name R&D | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 | Business Purpose: Model Maker II Training | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 38 | ACCOUNT NO. | | | | | | | | | | | | | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 | DAY | PLACE | MILES | GAS & OIL | EXPENSE (explain) | AIR/RAIL | PARK TAXI | MEALS (SELF) | ROOM | PHONE/ FAX | POSTAGE | ENTER-TAINMENT (explain) | OTHER (explain) | TOTAL | REMARKS (Auto Expense, Entertainment & Other require full explanation) | | | | | | | | | | |
| 41 | 18-Jul | LAX | 30 | | | | | 1.29 | | | | | | 0.00 | Pers. Auto Travel to LAX | | | | | | | | | | |
| 42 | 15-Jul | BOSTON | | | | | | | | | | | | 1.29 | breakfast at LAX | | | | | | | | | | |
| 43 | 15-Jul | BOSTON | | | | | | | | | | | | 3.95 | Computer/Magazines | | | | | | | | | | |
| 44 | 15-Jul | BOSTON | | | 0.50 | | | 3.45 | | | | | | 0.50 | Toll Road | | | | | | | | | | |
| 45 | 16-Jul | BOSTON | | | | | 12.00 | | | | | | | 0.50 | Toll Road | | | | | | | | | | |
| 46 | 16-Jul | BOSTON | | | 0.50 | | | | | | | | | 0.50 | Toll Road | | | | | | | | | | |
| 47 | 17-Jul | BOSTON | | | 0.50 | | | | | | | | | 0.50 | Toll Road | | | | | | | | | | |
| 48 | 17-Jul | BOSTON | | | 0.50 | | | | | | | | | 0.50 | Toll Road | | | | | | | | | | |
| 49 | 17-Jul | BOSTON | | | 0.50 | | | | | | | | | 0.50 | Toll Road | | | | | | | | | | |
| 50 | 16-Jul | BOSTON | | | 2.00 | | | 3.29 | | | | | | 2.00 | Toll Road | | | | | | | | | | |
| 51 | 18-Jul | BOSTON | | | | | | | | | | | | 143.41 | ALAMO Rent-a-Car Rental 7/15/97 - 7/18/97 | | | | | | | | | | |
| 52 | 18-Jul | BOSTON | | | | | | | 194.25 | | | | | 194.25 | FAIRFIELD Inn MERRIMACK (3 nights 7/15/97 - 7/17/97) | | | | | | | | | | |
| 53 | 18-Jul | BOSTON | | | | | | | | | | | | 35.00 | Parking LAX | | | | | | | | | | |
| 54 | 18-Jul | LAX | | | | | 35.00 | | | | | | | 0.00 | Pers. Auto Travel from LAX | | | | | | | | | | |
| 55 | 18-Jul | LA | 30 | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 56 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 57 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 58 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 59 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 60 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 61 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 63 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |
| 64 | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | |

Ormco

TRAVEL EXPENSE STATEMENT

7/15/1997 THROUGH 7/18/1997
STATEMENT PERIOD

U.S. Dollars

The company will not issue expense statements for personal tax purposes. An extra copy should be retained for your records.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | ERIC CHAPOULAUD | | | | | | | | | | | | TRAVEL EXPENSE STATEMENT | | | | | | | | | | | | | | | | | | | | | | |
| 34 | | | | | | | | | | | | | 7/15/1987 THROUGH 7/18/1987 | | | | | | | | | | | | | | | | | | | | | | |
| 35 | Dept. Name R&D | | | | | | | | | | | | STATEMENT PERIOD | | | | | | | | | | | | | | | | | | | | | | |
| 36 | Business Purpose: Model Maker II Training | | | | | | | | | | | | 8010 | | | | | | | | | | | | | | | | | | | | | | |
| 65 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 68 | | | | | | | | | | | | | PERSONAL MILEAGE ALLOWANCE | | | | | | | | | | | | | | | | | | | | | | |
| 69 | TOTAL MILES 60 | | | | | | | | | | | | COST/MILE \$0.24 | | | | | | | | | | | | | | | | | | | | | | |
| 70 | | | | | | | | | | | | | TRANSPORTATION PREPAID BY COMPANY -FCO BUSINESS 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| 71 | TOTAL EXPENSES \$0.00 | | | | | | | | | | | | \$4.50 \$0.00 \$61.40 \$8.03 \$194.25 \$0.00 \$0.00 \$0.00 \$147.36 | | | | | | | | | | | | | | | | | | | | | | |
| 72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 73 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74 | MAKE CHECK PAYABLE TO: ERIC CHAPOULAUD | | | | | | | | | | | | CASH ADVANCES | | | | | | | | | | | | | | | | | | | | | | |
| 75 | | | | | | | | | | | | | COMPANY CHARGE CARD | | | | | | | | | | | | | | | | | | | | | | |
| 76 | | | | | | | | | | | | | PREPAID TRANSPORTATION | | | | | | | | | | | | | | | | | | | | | | |
| 77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 78 | SIGNATURE | | | | | | | | | | | | date | | | | | | | | | | | | | | | | | | | | | | |
| 79 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 81 | APPROVAL | | | | | | | | | | | | EMPLOYEE: { X } COMPANY: { X } | | | | | | | | | | | | | | | | | | | | | | |
| 82 | | | | | | | | | | | | | 0 Mileage Begin | | | | | | | | | | | | | | | | | | | | | | |
| 83 | | | | | | | | | | | | | 0 Mileage end | | | | | | | | | | | | | | | | | | | | | | |
| 84 | AUDITED | | | | | | | | | | | | 0 Mileage business | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | U.S. Dollars | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | The company will not issue expense statements for personal tax purposes. An extra copy should be retained for | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 0.00 0.00 0.00 | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 8010 71800- 840 0000000 0.00 entertainment | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 8010 71810- 840 0000000 0.00 phone/fax | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 8010 71820- 840 0000000 213.26 travel | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 8010 71830- 840 0000000 194.25 lodgings | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 8010 71840- 840 0000000 8.03 meals (self) | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 8010 71825- 840 0000000 0.00 auto expense | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 8010 71780- 840 0000000 0.00 postage | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 301- 301- 0000 13410 840 0000000 (500.00) temp. advance | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 000- 000- 0000 00000 840 0000000 0.00 (71108-) supplies/office | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | 000- 000- 0000 00000 840 0000000 0.00 | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | TOTAL EXPENSES (84.46) (84.46) | | | | | | | | | | | |